

Ordinance No. 2008- 2

**CERTIFIED SURVEY MAP REVIEW ORDINANCE**

**WHEREAS**, the Vernon County Land Information Committee (LIC) has studied the issue of Certified Survey Maps in Vernon County and

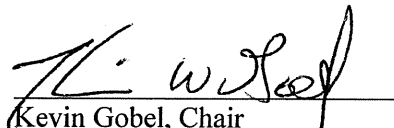
**WHEREAS**, the Land Information Committee has determined that a review ordinance is necessary and

**WHEREAS**, the Land Information Committee has recognized the benefits of such an ordinance as stated therein,

**NOW, THEREFORE** the Vernon County Board of Supervisors does hereby ordain as follows:

(See attached ordinance)

This ordinance shall be effective January 1, 2009.

  
Kevin Gobel, Chair  
Legal Affairs Committee

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Will Beitlich, Chair  
Land Information Committee

Vote 4 yes 0 no 1 other *Brose absent*

# Vernon County Certified Survey Review Ordinance

## Section 1.

### Purpose & Benefits:

To ensure that Certified Survey Maps (CSM's) recorded with the Vernon County Register of Deeds Office are in compliance with the requirements as specified in Wisconsin land surveying laws under Chapter 236 of the State Statutes and Administrative Code AE-7. Ensuring full compliance with said Wisconsin land surveying laws will have many benefits. It will benefit the landowners who have hired land surveyors to prepare CSM's by forcing compliance with uniform and high professional standards. It will be a benefit to the real property listing process because it will ensure that recorded CSM's provide more and better clarity of information when splitting and creating parcel records. Lastly, it will be a benefit to land record modernization efforts through improved Public Land Survey (PLS) Corner Remonumentation & PLS Section division which supports cadastral based parcel mapping.

## Section 2.

### Requirements:

- A) All Certified Survey Maps prepared for any lands surveyed within Vernon County shall be reviewed for compliance with Chp. 236 and AE-7 and approved for recording by the elected, appointed, and/or contracted Vernon County Surveyor or designated alternate surveyor prior to being recorded with the Vernon County Register of Deeds.
- B) All said CSM's shall also contain a notarized owner certificate, a municipality certificate indicating acknowledgement of the survey and/or compliance with local ordinances if applicable, and a breakout of lot acreage by quarter-quarter and/or government lot when being recorded with the Vernon County Register of Deeds.
- C) Vernon County shall employ/contract with a professional land surveyor(s) licensed in the State of Wisconsin to perform said review.
- D) The only exception to these review requirements would be CSM's performed within a Vernon County Municipality that has enacted a local survey review ordinance which already meets the review requirements of this ordinance. Reference to such local ordinance must be clearly stated on the face of such a CSM indicating that the CSM is exempt from the Vernon County CSM Review Ordinance.
- E) CSM's must bear the signature and date of approval by the governing body or their designated agent when being recorded with the Vernon County Register of Deeds.

### Section 3.

#### Process:

- A) Vernon County will provide a CSM Review Checklist. This checklist will be available in hardcopy format from the Land Information Office, Treasurer's Office, and Register of Deeds Office. This checklist will also be available in electronic format on the Vernon County Website, and will be emailed on request from the Land Information Office.
- B) A draft of the original CSM showing owner and municipal certificates and applicable fees will be submitted to the Vernon County Register of Deeds Office.
- C) The Register of Deeds Office will forward a copy of the submitted CSM to the reviewing surveyor within 2 business days.
- D) The reviewing surveyor will approve or deny approval of the submitted CSM, and provide notice thereof to the Register of Deeds Office and originating surveyor within 4 business days of receipt of the CSM from the Register of Deeds.
- E) The originating surveyor will then acquire the required owner and municipal certificates before submitting the final CSM to the Register of Deeds.
- F) The Register of Deeds Office will then record the approved CSM.
- G) A receipt of recording will be sent to the CSM originator(s) by the Register of Deeds.

### Section 4.

#### CSM's that fail the Review Process:

- A) Vernon County's designated reviewing surveyor will return a denied CSM to the originating surveyor with a listing of the deficiencies that must be corrected prior to a re-submittal of the CSM for further review
- B) A notification of the review failure and a copy of the list of deficiencies will also be provided to the Vernon County Register of Deeds by the reviewing surveyor.
- C) When re-submitting a failed CSM for review, only the review fee will be assessed if applicable. Certain minor deficiencies will not require re-review by Vernon County's designated reviewing surveyor.

### Section 5.

#### Fees:

- A) The CSM review fee will be established by the Vernon County Land Information Committee on approximately an annual basis.
- B) A notice of the applicable fees shall be posted at the Register of Deeds, Treasurer, and Land Information Offices.

LIC

Total Votes Cast 9 yes 0 no

Motion: Adopted X Defeated      Tabled     

Wol Bortnick - ch.